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**CITY OF OAKLAND PARK, FLORIDA
CITY COMMISSION AGENDA ITEM REPORT**

AGENDA ITEM NO. 14

MEETING DATE: 9/3/2008

PREPARED BY: Renee M. Shrout, Deputy City Clerk **DEPARTMENT HEAD APPROVAL:**
CITY MANAGER APPROVAL:

SUBJECT: Approval to piggyback contract between Municipal Code Corporation Innovations (MCCi) and the Leon County Sheriff's Office, for the expenditure of budgeted funds for digital conversion of 16MM/35MM microfilm and archival building permit records.

1. BACKGROUND/HISTORY

Over the years, the city has maintained records in numerous formats, including: hard copy records, card files, microfilm, microfiche, and digital images. As the records liaison officer for the city of Oakland Park, the City Clerk manages the archival and permanent records for all City Departments. Subsequently, the City Clerk's office has been working diligently towards consolidation and uniformity of the city's archival records into digital format.

As stated previously, past record keeping practices included microfilming documents. Microfilm has the potential of being damaged or lost and retrieval can become cumbersome and time consuming.

2. CURRENT ACTIVITY

In an effort to increase efficiency and to achieve transparency in government, the City Clerk's office has made it a priority to make public records accessible to city staff and the public via the Internet. In addition, this office hired a temporary employee service to scan documents, in house instead of outsourcing, which provided a cost savings of \$50,000, towards providing access to documents electronically.

These cost savings can then be applied to further continue expanding the goal of access to electronic documents by converting the 16mm/35mm permitting records to digital format for inclusion in the Laser Fiche imaging system.

Some of the benefits of digital imaging include: 1) reduction of storage space and costs of storage; 2) easy retrieval of documents and zoom options; 3) reduction in staff time responding to records requests; and 4) accessibility of records via the internet.

3. ATTACHMENTS

Copy of Mcci Contract with Leon County Sheriff's Office
Proposed Contract with MCCi for Oakland Park - record conversions

4. FINANCIAL IMPACT